



# KNOWLE WEST ALLIANCE

rooted in the community; growing for the future

## KNOWLE WEST: Our Protocol for Pre-Planning Application Community Involvement

### Why do we need a Protocol?

- Knowle West Alliance was launched in April 2019 as a collaborative partnership of active and connected local residents, businesses and organisations building positive action in Knowle West.
- We want to make sure that the local community is able to take an active and informed role in building Knowle West for the future.
- Good community involvement at the pre-application stage makes development better and reduces developer risk.
- It also builds capacity and relationships to explore more options.
- An important part of this is being able to confidently shape and influence planning proposals for new developments, ensuring the 13 community objectives included in the Knowle West Regeneration Framework are considered. <https://www.bristol.gov.uk/planning-and-building-regulations/knowle-west-regeneration-framework>

The 14 objectives are:

- Income through employment
- Improve health and well-being
- Widen local choice of housing size and tenure
- Refurbish existing housing stock
- Improve and develop primary school provision
- Reinforce a close-knit neighbourhood
- Access safe, ecologically rich, open space
- Pride of Place
- Build a future-proof community
- Improve access to low-cost transport
- Public community initiatives in advance of private investment
- Improve arts and culture
- Develop play and youth facilities by planning with young people

- Move Knowle West further towards getting its own secondary school by increasing the number of people living in the area.

## The Protocol

### **Basic Principles**

- BCC will share the protocol as part of their core documentation with prospective developers seeking to operate in our area to ensure that the developer is able to engage with the community whilst development plans are open and can be influenced by community involvement.
- Knowle West Alliance (KWA) will identify a single point of contact in Knowle West (The KW Alliance Coordinator) for developers to share information and discuss communication methods and appropriate level of community engagement requirements. There will be clarity around timescales and these will be agreed after first contact is made.
- KWA will agree with developers a proportionate level of community involvement depending on the timetable, size and local impact of the proposed development.
- KWA will use a consistent language, branding and process to share information with Knowle West residents and businesses.
- Knowle West Futures will alert the KW Alliance, the developer and the planning authority to any issues and opportunities in relation to relevant plans and strategies, such as the Knowle West Regeneration Framework and the 14 community objectives, and the Local Plan.
- The Developer will provide clear illustrations and descriptions in plain language. KWA will work with developers to agree a common explanatory text including how the development contributes to the Community Objectives.
- There will be clarity about what can be changed and what is fixed, and what engagement can achieve.
- Information will be interesting, useful and regular.
- KWA will aim to reach sections of the community least likely to engage at this stage.
- We will make it easy for developers who make contact at the earliest opportunity and who allow for a reasonable programme of community involvement to engage.
- We will identify ways in which developers can reach local groups and the wider public through displays and use of local communication opportunities, will advise on the most effective methods of information sharing and engagement, and will offer to cascade information using existing local communication networks through KWA
- It is not the role of KWA to deliver developers community engagement activities for them beyond that identified in this protocol. We welcome the opportunity to support further engagement activities where the purpose, parameters and sufficient timeframe and resources are agreed with KWA.

- We will identify a single contact point for residents through which responses will be coordinated by KWA using a variety of methods, such as e-comms/ phone/ mail for residents to feed in their issues
- We will aim to alert the developer and local planning authority to the full range of issues and concerns expressed by the wider community, but will give priority to views where there is greater consensus and which support the community priorities.
- Reference will be made to community-led planning and design code policy and practice where appropriate, for example the emerging We Can Make Community Design Code for micro-sites.

### The Process

1. The developer will contact Bristol Neighbourhood Planning Network (NPN) administrator ([networkadministrator@bristolnbn.net](mailto:networkadministrator@bristolnbn.net)) as early as possible before proposals are fixed and while significant options are still open, giving preliminary details of the site location in Knowle West and the type of development. NPN will provide contact details of the Knowle West Alliance. (KWA)
2. The developer will arrange to meet representatives of the KWA for a brief discussion about the site, what the timetable for design development is, what existing planning policies are relevant and what issues are important either to the developer or the community. The developer will also be made aware of the local protocol for community involvement, the methods of engagement (see Appendix) and any key groups to target.
3. The developer will carry out community involvement according to the BCC Statement of Community Involvement November 2015 and Guidelines May 2018 and Knowle West protocol.
4. The developer will cover the costs of room hire, surveys and workshops and any additional (to the protocol) activities that may be agreed.
5. All responses will be collected by the Knowle West Alliance, who will identify issues and how many times they are mentioned to provide information on local consensus for development. Developers will be asked to share completed comments sheets from any drop-in events they hold.
6. Developer prepares plans and submits planning application, taking into account community responses, listing the issues raised and setting out what changes have been made to the design, as a result, or the reasons for no change. This will include a record confirming it has followed the protocol for community involvement signed by KWA and the developer, assuming agreement can be reached.
7. KWA and Developer will ensure information regarding the above is shared with the community via the Knowle West community website to ensure transparency of process.

## **APPENDIX**

### **Methods of Engagement**

Method	Where	Who will do this?
Large eye catching signs with clear information, the KWA logo and links to and information on how to find out more.	On the proposed development site Community Notice boards (smaller scale notices)	Developer
Use existing social media and other electronic communications routes	KWA Website and Facebook Instagram Online doodle or comments board The Knowledge School newsletters Sports Clubs E bulletin Cascade via mailing lists Commitment from all KWA organisations to take responsibility for cascading information, feeding into ongoing work on data sharing.	Developer will provide info to KWMC/KWA
Identify key community groups and sections of the community to speak with directly. This could be through a <b>community event or activity or community conversations</b> . These could be piggy backing on regular or planned activities or organised specifically and include eg Planning for Real, workshops, games, activities, food, parties, RIBA school engagement ( <i>some of this would be in the enhanced engagement category and need to be funded by developers eg venue costs, specific activities offered</i> )	According to type of development and site. Events could be on the site or at a variety of local venues.	KWA/KWF with developer
Use existing networks for word of mouth communications, door knocking, leaflets, postcards. Identify community champions for particular areas – either geographical or specific interest groups.	Using list of KWA contacts and networks	KWA/KWF and developer providing materials

Offer match making for retail and other mixed use to avoid 100% housing – local lists of people interested in shop/business units.		KWA/KWF
Meetings will be held locally, using local accessible community buildings. Transport to less local buildings or buildings not on public transport routes should be provided if local meetings are not possible.	As agreed	KWA and Developer.

This protocol will be reviewed in a year with BCC, Bristol Neighbourhood Planning Network and The Alliance. From the date of commencement.

July 2019